

2005 HOUSING RFP APPLICATION CHECKLIST

Check all items contained in the application package and submit this checklist with the application. Please clearly indicate your exhibits in your application package.

- ☐ Cover letter containing project narrative and request for City funding dated with submission date
- ☐ Application Form filled out and signed
- Exhibit 1: Non-Profit Applicants ONLY**
 - ☐ Articles of Incorporation
 - ☐ Bylaws
 - ☐ IRS 501(c)(3) determination letter
 - ☐ Current listing of all members of Board of Directors, including name, address, and beginning and ending dates of term
- Exhibit 2:**
 - ☐ Copy of organization's two most recent years of audited financial statements with management letters and non-profit board approval, or certified statement of revenues and expenses
- Exhibit 3:**
 - ☐ Description of housing development experience
 - ☐ Description of supportive service experience, if applicable
- Exhibit 4:**
 - ☐ Protection of affordability
- Exhibit 5:**
 - ☐ Support for neighborhood objectives
- Exhibit 6:**
 - ☐ Location map indicating proximity of services
- Exhibit 7:**
 - ☐ Evidence of compliance with local land use regulations
- Exhibit 8:**
 - ☐ Evidence of site control
 - ☐ Copy of the appraisal of the site
- Exhibit 9:**
 - ☐ Statement of relocation needs and relocation plan
- Exhibit 10:**
 - ☐ Affirmative Marketing Plan
 - ☐ Supportive services plan
 - ☐ Qualifications of service providers
- Exhibit 11:**
 - ☐ Documentation of bonus point eligibility
- Exhibit 12:**
 - ☐ Preliminary site plans, elevations, floor plans and specifications
 - ☐ Description of procurement process for contractors and professional services
 - ☐ Development timetable
 - ☐ Names, contact info, and qualifications of design/construction professionals
 - ☐ Description of special construction measures/techniques
- Exhibit 13:**
 - ☐ Proposed Development Budget (covering all related construction expenses)
 - ☐ Sources and Uses
 - ☐ First Year Operating Budget
 - ☐ Pro Forma (covering at a minimum the period of required affordability)
 - ☐ Potential Funding Sources
 - ☐ Evidence of Permanent Financing
- Exhibit 14: (Tax Credit/Bond Projects only)**
 - ☐ Copy of Preliminary LIHTC/Bond Application Form as submitted to NCHFA
- Exhibit 15: CHDO Eligible Non-Development Proposals**
 - ☐ Additional program and budget information